# Using Unit Account Manager
# What Does a UUAM need to Know/Do in GCSS-MC?

| Step | What does a UUAM need to know? | Yes | No |
|---|---|---|---|
| 1 | Do my users have a GCSS-MC account? | Ensure user accounts is end dated with previous command's group and sub-inventories permissions. Go to step 2. | Go to step 2 |
| 2 | Do my users have a BIC for my command? | Go to Step 3 | 1) Request PersO update user's appropriate BIC for my command 2) Submit iSupport ticket to TAD/FAP user in GCSS-MC. 3) When either above actions are complete go to step 3. |
| 3 | Ensure User Registeration is completed. | Go to Step 4 | Go to step 3 |
| 4 | Ensure User account is approved in OIM; note UUAM will receive a notification from OIM to review new user accounts. | Approve/Reject account. | N/A |
| 5 | Bring users into Resource Groups | | |
| 6 | Assign addresses and sub-inventories | | |
| 7 | Assign calendar (low priority) | | |
| 8 | Assign territory (low priority) | | |
| 9 | Assign roles and responsibilities | | |
| 10 | Assign approvers to approvers group | | |

| Actions | UUAM Coordination with others |
|---|---|
| 1 | Has UUAM coordinated with Comptroller to determine what Approvers Groups were established? |
| 2 | Have funds been loaded to the Approvers Group by the Comptroller? |
| 3 | Is there at least one approver assigned to each group? |

** The user has problems accessing his/her account, then follow the above steps